



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TELEPHONE SYSTEM SPECIALIST

Job Number: 20000505

Job Code: 12720V000101

Job Group: 1200 - ELECTRONICS AND COMMUNICATIONS

Job Established: 08/01/1990

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs senior professional level supervision and management on the installation, testing, design engineering and maintenance of Private Branch Exchanges (PBX) and various electronic key and electro-mechanical key systems; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate supplemented by one year (28 semester hours or 1440 clock hours) of training in electronics, electrical engineering or a related field OR graduate of a college or university with a bachelor's degree in electronics, electrical engineering or a related field.

EXPERIENCE:

Must have four years experience in telephone system repair, maintenance or installation and/or design of private branch telephone exchanges (PBX's), electronic or electro-mechanical telephone systems OR if above mentioned bachelor's degree requirement is met then must also have two years experience in any of the above mentioned areas of telephone operations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in telephone system repair, maintenance or installation and/or design of private branch telephone exchanges (PBX's), electronic or electro-mechanical telephone systems will substitute for the technical training on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs supervision over the testing, installation and maintenance on various types of PBX's, key systems, stored program control switching systems, switching components, distribution wiring and cabling and other sophisticated terminal telephone equipment. Provides assistance to state agencies in recommending, procurement and installation of telephone services. Performs analysis and design engineering to insure that proper systems are installed to meet current and future requirements. Performs and oversees the performance of subordinates in completing difficult to very complex repairs. Plans and supervises major telephone installations for additions, moves and changes. Conducts training classes for subordinates. Analyzes maintenance contracts performed by other vendors. Submits input to specifications when necessary to bid out systems. Conducts installation and acceptance checks on all installations to insure compliance with specifications and standards. Evaluates the level of performance of telephone/technicians I, II and III's. Confers regularly with state telephone coordinators to plan and direct modification, installation and land maintenance of all telephone systems. Performs duties of telephone installation/maintenance supervisor in his/her absence. Maintains an ongoing awareness, through self-study and technical courses, of technical changes in the telecommunications field. Attends meetings, submits reports and performs other technical and administrative duties as required.

UNIQUE PHYSICAL REQUIREMENTS:

Normal working conditions except some lifting and climbing on a daily basis. May be exposed to chemical hazards when working with fiber optics and to electrical hazards.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.